

**RESTRICTED**  
Security Information

OFFICE OF TRAINING

NOTICE  
NO. 30-53

3 November 1953

SUBJECT: Use of Abbreviations

REFERENCE: DCI Memorandum dated 22 October 1953

1. The attention of all OTR personnel is directed to the following extract of the referenced memorandum:

"1. There is an increasing tendency within the Agency to employ abbreviations in communications addressed to the Director and Deputy Director, without ensuring that they are clearly explained.

"2. It is therefore requested that your respective offices be instructed, when preparing correspondence to be brought to the attention of the Director and Deputy Director, to spell out each title in the first instance, followed by the abbreviation enclosed in parentheses. Thereafter, in that communication, abbreviations will suffice."

2. All OTR personnel will adhere to these provisions.



MATTHEW BATED  
Director of Training

25X1A

Distribution: All OTR Division, Staff, and Branch Chiefs

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

**RESTRICTED**